

**MPLA Executive Board Meeting**  
**April 7, 2017**  
**3:00 p.m. Mountain Time**  
**Online via Zoom Videoconference**  
 FINAL – June 2, 2017

<b>PRESENT</b>			
<b>Name</b>	<b>MPLA Position</b>	<b>Name</b>	<b>MPLA Position</b>
Mickey Coalwell*	President	Ryan Buller*	Prof Dev Chair
Melissa Clark*	Vice President/President Elect	Dale Savage*	AZ State Rep
Eric Stroshane*	Past President /Admin Chair	Stephen Sweeney*	CO State Rep
Kris Johnson*	Recording Secretary	Diana Weaver*	KS State Rep
Judy Zelenski*	Executive Secretary	Eileen Wright*	MT State Rep
Melanie Argo*	Newsletter Editor	Paulette Nelson*	ND State Rep
Aubrey Madler*	Leadership Institute Coordinator	Luise Davis*	NV State Rep
Roy Degler*	Systems Administrator and Webmaster	Tim Miller	OK State Rep
Ellen Fockler*	Awards Chair	Brenda Hemmelman*	SD State Rep
Mary Soucie	Leadership Institute Chair	Stephen Boss*	WY State Rep
Brian Greene*	Nominating Chair		

**Action Items from This Meeting**

- **Zelenski** will pass on the literature and related research she has done investigating membership dues cycles to the Membership Committee for their consideration and possible recommendations for the board.
- **Stroshane** will consult with Bylaws and Procedure Committee chair on necessary insertions for the Bylaws and Manual of Procedure related to the creation of the Past Presidents Advisory Council.
- Related to moving away from E-mail forwarding:
  - **All board members** will learn how to use the new e-mail via Webmail.
  - **Degler** will create training materials, including a tutorial and handout and will also schedule some online training.
  - **Board members** will send e-mail to Degler to obtain their passwords. Send it to him at his webmaster@mpla.us account.
  - **Degler** will instigate the process to delete all current forwards.
  - **All board members** will complete the switchover by the end of May.
- **Degler** will create committee to evaluate the apps in our Google for Nonprofits account and to propose the transition plan to start incorporating them into association business and work.
- **Fockler** will finalize wordsmithing for the Chaney Award and send the revised version to the executive committee by April 21st.

- **The Awards Committee** will create write-ups (short bios) for awards that are named after Dan Chaney and Carl Gaumer.

### Welcome and Call to Order

- Welcome: President Coalwell called the meeting to order at 3:04 pm MST and welcomed attendees.
- Roll Call: Members introduced themselves round robin style.
- Announcements: The new representative from New Mexico, Bradley Carrington, was introduced by Coalwell and welcomed in absentia.
- Agenda Changes:
  - Coalwell suggested adding an item under the Vice President report section related to voting on the contract with the Nevada Library Association for the joint conference. This item was mentioned in the Clarks report and the agreement document was attached in her April 5 e-mail.
    - A MOTION was made by Coalwell to approve agenda as amended. No second. The agenda was APPROVED.

### Action Items

Coalwell noted that the following Action Items listed in the agenda would be skipped as a group in favor of addressing them one by one during each Officer, Staff, and Contractor reports:

- Joint Conference Contract (John Crockett, Melissa Clark)
- Seed Money – Joint Conference (John Crockett, Melissa Clark)
- Registration Increase for Leadership Institute (Aubrey Madler)
- Revised YMCA Contract for Leadership Institute (Aubrey Madler)
- Unsung Hero (Chaney) Award (Ellen Fockler)
- Past Presidents Advisory Council (Eric Stroshane)

### Discussion Items

Discussion Items listed in the agenda were also skipped in favor of addressing Officer, Staff, and Contractor reports first:

- Strategic Planning Finalization (Mickey Coalwell)
- Membership Dues Cycles (Judy Zelenski)

### Officers, Staff, and Contractors

1. President – Mickey Coalwell
  - a. ACRL Diversity Initiative: Coalwell noted that the initiative was in its infancy and he would relate news in the future as developments occur, such as a press release.
2. Executive Secretary – Judy Zelenski
  - a. Membership Dues Cycles: Zelenski briefly noted information about this discussion item, which she has been investigating. She noted that research

shows that fixed date membership renewal cycles have higher renewal rates. Anniversary cycles have higher new member acquisition, but lower renewal rates. It was mentioned made that an anniversary cycle would allow us to participate in some State / MPLA joint membership cycles. Zelenski will pass on the literature and research related to this topic to the Membership Committee. Coalwell noted that it will be the Membership Committee's roles to develop possible recommendations

3. Vice President – Melissa Clark

- a. Update on Conference Planning: The call for proposals for the joint NLA/MPLA conference has opened and eleven responses have been received. The deadline for proposals is May 31<sup>st</sup>. The registration forms for vendors and attendees should be ready in the next 1-2 weeks. The committee's first choice for keynote speaker is Librarian of Congress Carla Hayden, but the group has not yet received a response to their request. No keynote speakers have been finalized. There is a question about how to do awards between the two associations as the Nevada Library Association usually does theirs in a very informal manner during a reception. Melissa noted her group was considering how to do this for MPLA and were leaning toward doing it the way the host state does it, which was mentioned by Zelenski and the general practice.
- b. Contract with Nevada Library Association for Joint Conference: Clark sent the contract via e-mail. She is not sure who wrote the contract, noting she sees nothing out of order or worth objecting to. NLA has already approved this contract on their end. Zelenski noted she has looked at it, and that it is a generic contact that predates her time in MPLA. Coalwell noted that if Zelenski approves of the contract this should suffice and the vote should be a proforma approval.
  - A MOTION was made by Clark to approve. SECONDED by Savage. The contract was APPROVED.

4. Executive Secretary – Judy Zelenski

- a. Financial Reports: Reports sent via e-mail were noted.
- b. Surety Bond: Zelenski explained the Surety Bond, which is a dishonesty bond in the amount of \$25,000.00 for the cost of \$532.95 for 3 years (\$177.65 per year). The bond covers the Executive Secretary and Officers against embezzlement or theft.

5. Recording Secretary – Kris Johnson

- a. Approval of Meeting Minutes: Johnson noted that the group skipped approving the minutes from the February meeting, and added that she had received an additional correction to the minutes from Soucie just prior to the meeting.
  - i. A MOTION was made by Soucie to approve the minutes as amended. SECONDED by Boss. The minutes were APPROVED.

6. Leadership Coordinator – Aubrey Madler
  - a. Update on Leadership Institute: Madler highlighted the registration increases noted in her board report, which were an increase to MPLA members of \$50.00, making proposed registration \$600.00, and an increase to non-members of \$150.00, making proposed registration \$800.00. These increases were based on discussion and endorsement from the board during the February meeting. Coalwell asked Soucie (Institute Chair) if she had any comments related to the proposed registration increases. The only thing noted by Soucie was continued confusion related to the timing of MPLA membership in relation to eligibility for the membership rate and we could do a better job of explaining and promoting that information.
    - i. A MOTION was made by Hemmelman to approve the increase in registration rates. SECONDED by Soucie. The increase in registration rates was APPROVED.
  - b. Revised YMCA Contract for Leadership Institute: Madler presented the contract to the Board via e-mail April 5<sup>th</sup>. Zelenski noted the contract was proforma.
    - i. A MOTION was made by Soucie to approve the contract as presented. SECONDED by Wright. The increase in registration rates was APPROVED.
7. Past President – Eric Stroshane
  - a. Past Presidents Advisory Council: Stroshane summarized the purpose of the group, which is to capitalize on the knowledge and enthusiasm of past MPLA presidents in an organized fashion in order to keep them involved and benefit the organization overall by capitalizing on their institutional knowledge. Zelenski noted that not all past presidents are continuing members of MPLA, but their information is retained in the membership database so we don't lose that information. Stroshane noted this could also be a good mentorship opportunity for new officers. Zelenski noted that in the past, past-presidents have indicated to her they would be willing to work on special projects or complete short-term work on behalf of the organization. Next steps: Stroshane will consult with Bylaws and Procedure chair on necessary insertions for the Bylaws and Manual of Procedure.
8. Webmaster & Systems Administrator – Roy Degler
  - a. End Use of Email Forwarding and Move to Using Webmail: Degler strongly advised the board discontinue the use of 'e-mail forwarding' and start using the Webmail e-mail application. (Information available here: <http://mpla.us/email.html>) Coalwell confirmed his support for this move. Attendees agreed. The following action items were decided on:
    - i. All board members will learn how to use the new e-mail via Webmail.
    - ii. Degler will create training materials, including a tutorial and handout and will also schedule some online training.

- iii. Board members will send e-mail to Degler to obtain their passwords. Send it to him as his webmaster@mpla.us account.
  - iv. Degler will instigate the process to delete all current forwards.
  - v. All board members will complete the switchover by the end of May.
- b. Move Email to Google for Nonprofits: Degler's longer term goal is to move to using more apps in our Google for Nonprofit account, including the e-mail functionality. He would like the group to complete the move in the next year. We will explore the use of Google Drive to store MPLA documents, and more. Degler will create committee to evaluate Google apps and propose the transition plan.

## Committees

### 1. Awards Committee – Ellen Fockler

- a. Dan Chaney Award: The committee would like to approve the name change and rewording for the award. The suggested language for the change was included in the committee report sent via e-mail on April 4. Coalwell noted that the board would have to vote on the final wording at the next meeting, June 1, adding that he and Stroshane have added funds in the budget for a stipend to be included with this award. Stroshane noted the language about the stipend needs to be added to the verbiage change. Zelenski noted a timing issue related to announcing nominations for the award as related to the next board meeting as well as the upcoming conference: The deadline for the June/July newsletter is May 1, and that perhaps the board could vote electronically. Coalwell advocated for putting the proposed language change and name change up for approval during the meeting. Fockler read the text of the award as revised to include the stipend information.
  - i. A MOTION was made by Savage to approve the language and name change as read by Fockler. SECONDED by Stroshane. The name change and language change for the award was APPROVED.

Soucie asked if MPLA would be posting any information about Dan on the website, noting that members and other interested parties will want to know about the person the award is named for. Action Items: Fockler will finalize wordsmithing and send the revised version to the executive committee by April 21st. The Committee will create write-ups for awards that are named after people, including Chaney, for the website.

## State Representatives

### 1. Montana – Eileen Wright

- a. Format of State Conference: Wright noted that the state conference changed their format this year, discontinuing Wednesday preconferences. Wednesday was called Seminar Day, and included longer, more interactive presentations, then Thursday and Friday included presentations similar to the previous year, and they discontinued Saturday sessions. Wright noted this change seems to have been popular based on the verbal feedback received so far, but a SurveyMonkey survey will be distributed to attendees to ascertain further.

## **Adjournment**

President Coalwell called the meeting to a close at 4:20 p.m. MST.

Next Board Meeting – Thursday, June 1, 2017 at 3:00 p.m. MST.

Respectfully submitted,  
Kris Johnson  
Recording Secretary